



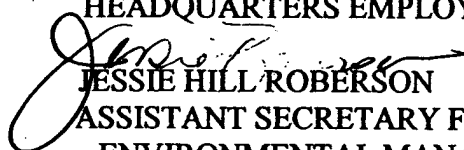
## Department of Energy

Washington, DC 20585

NOV 19 2003

### MEMORANDUM FOR ENVIRONMENTAL MANAGEMENT HEADQUARTERS EMPLOYEES

FROM:

  
**JESSIE HILL ROBERSON**  
**ASSISTANT SECRETARY FOR**  
**ENVIRONMENTAL MANAGEMENT**

SUBJECT:

Implementation of the New Environmental  
Management Organization

I am pleased to announce that the Office of Environmental Management has satisfied its Labor Relations obligation and I have approved the new Environmental Management organization in accordance with Department of Energy policy. Effective November 30, 2003, we can proceed with the implementation of the new organization. The organization code changes and revised mail routing symbols for the new organization are forthcoming. Personnel actions stemming from the organization will be implemented by the Office of Headquarters and Executive Personnel Services in collaboration with the Office of Management and Information.

Effective on November 30, 2003, you may begin using the new titles and start the orderly transition process of implementing the new organization. I have been meeting with the new EM management team to discuss specific implementation details. Your new management team will be meeting with you to advise you of those details. Over the 45 days following the implementation date, your manager will be meeting with you to discuss, among other things, position descriptions, performance plans, Individual Development Plans, travel, and security clearances. We will take 45 days from the implementation date to work out other administrative details.

I am committed to ensuring that we have a workplace that provides employees with the opportunity to contribute and a strong leadership team clearly focused on our mission of accelerated cleanup and closure. I am also committed to continue working with the National Treasury Employees Union, through my representatives, to address other workplace issues.

If you have any questions on the implementation of the new organization, please contact Nancy Shahadi, member of the reorganization implementation team.



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